

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
BUREAU OF INSURANCE**

ANNUAL LICENSE RENEWAL CHECKLIST FOR AUTOMOBILE CLUBS

In connection with the renewal of your Virginia license, the items listed below **must** be filed with this office no later than **March 1, 2005**.

- **An Application Renewal Form** to request renewal of the license.
- **A check for \$200.00** made payable to the Treasurer of Virginia. Please mail in check attached to the Notice Form.
- **An Automobile Club Surety Coverage Certification** as evidence of surety coverage in accordance with § 13.1-400.3 of the Code of Virginia. Please make certain that any annual requirements of the surety or bonding company are satisfied. Note that surety bonds must be issued by an insurance company not affiliated with the club in any manner.
- **A list of all current officers and directors** of the automobile club.
- **A copy of all sales promotional materials**, including membership cards, insurance certificates, emblems, and service contracts being used that are materially different from prior filings.
- **A statement on whether guarantted arrest bond certificates are being issued.** If arrest bond certificates are issued, please provide the name of the Virginia licensed insurer that underwrites them.

The forms are in PDF format and may be completed on your computer. A hardcopy of the completed forms must be filed. Electronic filing of the forms will not be accepted. All items filed should include the Company Number.

Failure to make required submissions to theBureau of Insurance by March 1, 2005, may subject the company to regulatory action as provided in the Code of Virginia.

Please direct correspondence to Stephen A. Thomas at the address on the Notice, and any questions to him at (804) 371-9161.

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
BUREAU OF INSURANCE**

**APPLICATION FOR RENEWAL OF LICENSE IN VIRGINIA
YEAR BEGINNING JULY 1, 2005**

License Number

Federal Employer Identification Number

(Full and Exact Corporate Name of Automobile Club)

(Corporate Office Address)

(Executive or Administrative Office Mailing Address)

organized under the laws of _____ hereby certifies that it is in compliance with the applicable laws of the Commonwealth of Virginia. Said company hereby applies for renewal of its license to transact in the Commonwealth of Virginia the business of automobile club for which it was licensed as of the year ending June 30, 2005. Said company further certifies that it is duly authorized to transact in its state of domicile the business of automobile club for which it hereby makes application.

Dated at _____ this the _____ day of _____, 20 _____

(Company Seal)

(Signature of Officer)

(Title)

Subscribed before me this _____ day of _____, 20 _____

(Notary Seal)

(Notary Public)

My Commission expires: _____

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
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NOTICE TO AUTOMOBILE CLUBS

**ANNUAL LICENSE FEE FOR THE FISCAL YEAR BEGINNING JULY 1, 2005
(§ 13.1-400.3 CODE OF VIRGINIA)**

**LICENSE NO. _____ DUE AND MUST BE PAID ON OR BEFORE MARCH 1, 2005 -
\$200**

**MAKE CHECK PAYABLE TO TREASURER OF VIRGINIA
AND SEND IT WITH THIS NOTICE TO:**

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
BUREAU OF INSURANCE
P.O. BOX 1157
RICHMOND, VIRGINIA 23218**

**SUBMISSIONS MADE BY COURIER
MAY BE SENT TO:**

**SCC-BUREAU OF INSURANCE
FINANCIAL REGULATORY DIVISION
1ST FLOOR MAIL ROOM
1300 E. MAIN STREET
RICHMOND, VIRGINIA 23219**

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
BUREAU OF INSURANCE**

AUTOMOBILE CLUB SURETY COVERAGE CERTIFICATION

As required by the provisions of Title 13.1-400.3 of the Code of Virginia, I hereby certify that _____ (Automobile Club applying for initial licensing or renewal of license) has in full force and effect the following bond coverage with _____, in conjunction with licensure as an Automobile Club in the Commonwealth of Virginia:

- A surety bond in the amount of \$30,000 conditioned to secure the performance of its contracts, issued by an insurer authorized to do business in the Commonwealth of Virginia.

I further certify that such coverage will be maintained in full force and effect with an insurer authorized to do business in the Commonwealth of Virginia throughout the time the above-referenced organization shall do or offer to do the business of an Automobile Club in the Commonwealth of Virginia. I understand that this requirement is subject to further verification by the Bureau at its discretion, and I agree to provide satisfactory evidence of such coverage upon request.

Typed or Printed Name of Authorized Representative

Date

Signature of Authorized Representative of Automobile Club

Federal Tax ID